



City of Minneapolis CAREER OPPORTUNITIES BULLETIN WEEK of December 30, 2013

Minneapolis is a dynamic, scenic, high-energy city that offers something for everyone. Join us and you'll discover a diverse, inclusive, and rewarding work environment.

We are currently accepting applications for the following positions. Apply online at www.minneapolismn.gov/jobs. Further information can be obtained at the Human Resources Department, 250 South 4th Street, Room 100, Minneapolis, MN 55415-1339. Office hours Monday – Friday, 8:00 AM – 4:30 pm. Telephone (612)673-2282 TTY (612)673-2157

OPEN POSITIONS

ACCOUNTANT I Exam 21315 Hourly \$22.49 up to \$30.95

Perform professional level accounting work in assisting in fulfilling accounting and financial reporting responsibilities, primarily the internal service funds. **Qualifications:** **Education-** Bachelor's Degree with a Major in Accounting, Business Administration, Finance or a closely related field with no experience or an Associate Degree and two years of professional level public sector accounting experience. **Experience-** Two years of professional level public sector accounting experience, which have included developing and monitoring budgets and preparing financial statements, general ledger, cost, utility and fund accounting. **Equivalency:** An equivalent combination of education and experience closely related to the duties of the position MAY be considered. To review a complete job announcement and to apply online visit www.minneapolismn.gov. **Applications accepted through Wednesday January 8, 2014.**

FOREMAN, CARPENTER-Water Plant Maintenance - Exam #21321/ Hourly Salary \$34.47 - \$35.17

Plan, organize and supervise the work of carpenters, bricklayers and helpers engaged in the repair, construction, alteration and maintenance of City structures and property. **Division-Specific Duties and Responsibilities:** Oversee and maintain ladder inspection program. Maintain records of paint inventory and VOC content for air emissions inventory reporting. Serve as competent person overseeing layout, assembly and construction of complex scaffolding systems. Perform sign engraving and work on card access systems, motorized gates, etc. Perform carpentry and concrete form work as time and assignment dictates. Enter data into computer and maintain records of work activities and material usage. **DESIRABLE QUALIFICATIONS:** Applied knowledge in painting and bricklaying procedures. Experience in work plans and work estimates. Knowledge of modern building and carpentry methods, materials, tools, equipment, supplies and techniques. Considerable knowledge of the occupational hazards and safety precautions of the work. Good oral and written communication, organizational and conflict resolution skills. Good working knowledge of computers. Ability to communicate with all levels of an organization. Ability to make decisions and use independent judgment. Ability to maintain records and prepare reports. Ability to supervise the work of crews. Ability to organize and administer comprehensive maintenance programs. Ability to meet physical requirements of the trade. **Qualifications:** High School Diploma or equivalent and successful completion of State Division of Apprenticeship Training Program. Three years' experience as a Journeyman Carpenter. Possess and maintain a Valid Driver's License. Background check/medical/drug alcohol. **Applications accepted through January 3, 2014.**

LACQUER and VARNISH MACHINE OPERATOR - EXAM #21333/Hourly salary \$29.990

Perform skilled labor using stationary and portable spray gun equipment to paint a variety of surfaces with lacquer, varnish and paint. Typical duties and responsibilities of the position may include, but are not limited to, the following: Strip and prepare surfaces for painting and/or coating. Prepare surfaces for the application of traffic control messages. Mix paints, coatings and other solvents and chemicals and use brushes, rollers and various power equipment to paint and coat. Use computer software to layout signs and to assist in cutting sign materials. Apply paint, lacquer and varnish to metal, wood, concrete and asphalt surfaces. Design and manufacture signs, perform silk screening and apply signing materials. Make minor repairs, clean and maintain all equipment used. Perform other related duties as assigned. ** This position will require night time work from April to November **Qualifications.:** Successful completion of an apprenticeship training program approved by the State Division of Apprenticeship Training or equivalent program; **or** - Possess a Journeyman Painters License; **or** – Enrolled in a State approved Apprenticeship Program with the ability to complete the apprenticeship within three (3) years after date of hire. One (1) year of experience using stationary and portable spray equipment on a variety of surfaces. Possess, and continue to maintain, a valid Driver's License. Background check/Drug and alcohol screening. **Applications accepted through Friday, January 3, 2014.**

Senior Project Manager (EM Planning) #21327 Annual Salary: \$93,000.00 up to \$101, 091.00 The Sr. Project Manager is a member of the OEM General Staff and oversees the process of researching, developing, writing, validating and updating plan documents covering emergency operations, (mitigation, preparedness, response and recovery) across the enterprise. The Senior Project Manager (EM Planning) may also perform planning or related roles in a multi-agency coordination system/emergency operations center. **Qualifications:** **Experience-** Six years of experience performing duties directly related to the position. **Education-** Bachelor's degree in Public Administration, Business Administration, English, technical writing, journalism, planning, political science, emergency management or other relevant field. For a complete job announcement including job duties, requirements and how to apply online please visit www.minneapolismn.gov. Applicants failing to follow the application process outlined will not be considered. Applications accepted through Friday, January 3, 2014(Amended).

CITY EMPLOYEES ONLY

Maintenance Crew Leader-Bridge – Exam # 21306 /Hourly Salary \$24.598 / Restricted City Council Employees

Functions as a lead worker over crews engaged in the maintenance and minor repair of City buildings and facilities, bridges, sewers, storm drains, streets traffic signs and signals, or the collection of solid waste and recycling material. **QUALIFICATIONS:** High school diploma or equivalent. Two years field related experience. Valid commercial Class B Commercial Driver's License. **Applications accepted through December 31, 2013.**

ENGINEERING TECHNICIAN ASSISTANT – Exam # 21332/Hourly Salary \$14.85 - \$20.310 Restricted City Council Employees

This position assists Public Works Engineering and Technical Staff in a variety of work areas based on assignment. Qualifications: High School diploma or equivalent. Must have, and continue to maintain, a valid driver's license. Background Check. **Applications accepted through January 1, 2014.**

The career possibilities are endless and personally rewarding. At the end of each day, you can reflect on the lives you have affected by working for a City department. You can take pride in having a part in making Minneapolis a great place to live and do business, while performing work that you love.